



EXAMINATIONS COUNCIL OF ZAMBIA

JUNIOR SECONDARY SCHOOL LEAVING EXAMINATION (GRADE 9) – 2018

Business Studies 609/1

(INTERNAL CANDIDATES)

Time: 2 hours 30 minutes

Marks: 100

Instructions to candidates

- 1 There are three (3) sections in this paper, Sections A, B and C.
- 2 Answer all the questions.
- 3 All answers for this examination must be written in the Answer Booklet provided.
- 4 Section A: Four suggested answers are given A B C and D. choose the best one and show it in the space provided by marking on it with a cross (X)

For example if the answer is D

A	B	C	D
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Section B and C: Write the answers in the Answer Booklet provided.

- 5 You are given ten (10) minutes to: Write your name, candidate number, school/centre name and code on the Answer Booklet and read through the paper.
- 6 Do not start writing until you are told to do so.

Information for Candidates

Non programmable calculators may be used.

Cell phones are not allowed in the examination room.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

SECTION A

Answer all the questions in this section in the Answer Booklet provided by putting a cross (X) on the letter you have chosen as your answer.

- 1 The department responsible for sorting goods according to their quality and grades is known as ... Department.
 - A Sales
 - B Stores
 - C Production
 - D Purchases
- 2 The filing of documents according to dates, is known as ... filing.
 - A alphabetical
 - B chronological
 - C geographical
 - D subject
- 3 The type of business owned and controlled by one person, is known as a ...
 - A company.
 - B co-operative.
 - C partnership.
 - D sole trader.
- 4 A partnership business can come to an end if ...
 - A partners disagree.
 - B partners make losses.
 - C one partner is absent.
 - D one partner is sick.
- 5 A ... is an electronic equipment that can create, store, organise and retrieve information.
 - A photocopier
 - B franking machine
 - C duplicating machine
 - D computer
- 6 The exchange of goods or services where payment is made at a later date, is known as ... transaction.
 - A barter
 - B bank
 - C credit
 - D cash

- 7 The business document used to start the buying process in an organisation is known as ...
A a quotation.
B an order.
C an Invoice.
D an enquiry.
- 8 The source document that is used for a transaction requiring immediate payment is known as ...
A a receipt.
B an invoice.
C a credit note.
D a debit note.
- 9 Goods sold on credit are entered in a ...
A Journal Proper.
B Purchases Day Book.
C Sales Day Book.
D Sales Returns Day Book.
- 10 Debtors and creditors are an example of ... Accounts.
A Real
B Personal
C Nominal
D Impersonal
- 11 The supplier's accounts are recorded in the ... Ledger.
A Sales
B Purchases
C General
D Debtors
- 12 Use the following information to calculate the value of working capital. Stock K4 500.00, debtors K1 700.00, cash in hand K1 000.00, creditors K2 300.00 and bank overdraft K700.00.
A K7 900.00
B K7 200.00
C K4 900.00
D K4 200.00
- 13 Kangwa receives an annual salary of K120 000.00 and her monthly deductions per month are as follows:-
PAYE K1 500.00, pension fund K500.00. Calculate her monthly gross pay.
A K 8 000.00
B K10 000.00
C K11 500.00
D K12 000.00

- 14 The buying of shares is a good example of ...
A bonds.
B budgeting.
C investment.
D saving.
- 15 The Financial Institution that is specifically formed to buy and sell foreign currency to members of public is known as a ...
A Building Society.
B Bureau de Change.
C Commercial Bank.
D Central Bank.
- 16 The postal service that allows one to send small amounts of money in fixed denomination is called ...
A money transfer.
B money order.
C postal orders.
D electronic transfer.
- 17 What do the letters "RTS" stand for?
A Return to supplier
B Return to sender
C Return to seller
D Refer to sender
- 18 Chulu is in charge of sensitising people about the goods produced by the business. Which department does Chulu belong to?
A Purchasing
B Production
C Marketing
D Human Resource
- 19 Inambao wants to start running his own business but does not have enough money to do so. How can Inambao finance his business?
A Leasing of assets
B Issuing of bonds
C Issuing of shares
D Issuing of stock
- 20 Three of the following are required documents during company formation. Which one is **not**?
A Articles of Association
B Memorandum of Association
C Partnership deed
D Trading certificate

[20 marks]

SECTION B

Answer all the questions in this section. Write your answers in the Answer Booklet in the spaces provided.

- 1 (a) Match the items in column A with those in column B.

COLUMN A	COLUMN B
(i) Maintenance Department	(i) Organising and storing of all business documents and records
(ii) Administration Department	(ii) Advising on repairing and replacement of equipment.
(iii) Legal Department	(iii) Making sure that suppliers deliver the correct quantities of goods.
(iv) Purchasing Department	(iv) Advising organisations on procedures of dealing with internal and external misunderstanding.

[2]

- (b) Arrange the following items in numerical order:

EXAM NO.	NAME
(i) 20173978	(i) Chiyaze Peter
(ii) 20173128	(ii) Hanzala Maureen
(iii) 20176204	(iii) Mwape Allan
(iv) 20172014	(iv) Kaumba Jane

[2]

- (c) Use the **word list** below to answer the questions that follow:

Word List

Courier Service, Data Post, Postal Order, Money Order, Express Mail.

- (i) Musonda usually sends large sums of money to her mother in the village by filling in a special form obtained from the Post Office. Which Postal Service does she use? [1]
- (ii) Which Postal Service does Mutinta use to deliver mail or packages in the quickest possible way? [1]

- (d) **AMB** Company employs two types of workers, they are paid by either a wage or salary. Explain the meaning of the following;

- (i) A wage [2]
- (ii) A salary [2]

[10 marks]

- 2 (a) What type of business transactions are shown below?

- (i) Buying of goods using an ATM card. [1]
- (ii) Selling a car and receiving payment after a week. [1]

- (b) Banda Dalitso an Account holder with BKM Bank, paid K3 500.00 on 7th February 2017 to Mudenda Joshua for goods supplied.

Required to:

Fill in a cheque [3]

- (c) George Phiri bought 100 tins of Milo at K24.00 each, paying by cheque No. 0000471. Money was received by C. Bwembya on 3rd February, 2018.

Required to:

Fill in the receipt. [3]

- (d) What does the abbreviation B.O.D. stand for? [1]

- (e) Classify the following accounts under the correct heading (Nominal, Real and personal).

- (i) Mwango and Sons Account
- (ii) Light and Heating Account
- (iii) Plant and Machinery Account
- (iv) Delivery Expenses Account [2]

- (f) Using the following information, prepare Nchimunya's Account a Debtor to the business for the month of September, 2017.

September 1	Balance brought forward	K 800.00
September 4	Sold goods on credit	K1 000.00
September 20	Received a cheque worth	K1 500.00

[4]

[15 marks]

- 3 (a) Describe the following qualities of a good Entrepreneur.
- (i) Self confidence. [5]
 - (ii) Open minded and flexible [1]
 - (iii) Passionate
- (b) (i) What is a National Budget? [1]
- (ii) Use the following information to prepare a budget for Bunda, for the month of August, 2017.
- | | K | N |
|------------------------------|----|--------|
| Monthly salary | 10 | 500.00 |
| Gift from a friend | 2 | 250.00 |
| Lighting and heating expense | 1 | 000.00 |
| Food and transport | 6 | 500.00 |
- [4]
- (c) (i) Nyambe wishes to withdraw cash from the bank at mid-night, to solve an emergency issue. Which banking service would Nyambe use? [1]
- (ii) Richard Zuze, whose bank account number is 004151, withdrew two thousand five hundred kwacha from the bank on 25th June, 2017.
- Required to:**
- Fill in a withdrawal slip. [4]
- [15 marks]**

SECTION C

Answer all questions in this section in the Answer Booklet provided.

- 1 Mukuma Enterprise Limited maintains a petty cash book, using the imprest system. A monthly cash float of K2 500.00 was received on 1st January, 2018 from the main cashier.

The company made the following payments in the month of January:-

		K	N
JAN 2	Bought stamps	200.00	
10	Paid for a bus fare	220.00	
12	Bought envelopes	130.00	
13	Paid for taxi fare	140.00	
15	Bought toilet disinfectants	120.00	
16	Bought hand sanitizers	180.00	
30	Bought reams of papers	600.00	

Required to:

Prepare the Petty Cash Book and balance it up using the imprest system. Use the following analysis columns: Postage, transport, stationery and cleaning.

[10 marks]

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- 2 The following information was extracted from the books of N. Tembo on 30th November, 2017.

	K	N
Sales	11 800.00	
Machinery	15 400.00	
Debtors	4 200.00	
Creditors	6 200.00	
Insurance	8 000.00	
Carriage outwards	5 000.00	
Purchases	2 500.00	
Capital	10 000.00	
Bank overdraft	7 100.00	

Required:

Prepare Tembo's Trial Balance showing the correct heading. [10 marks]

- 3 The following details were available in the books of M Silumbu on 31th December, 2016.

	K	N
Net profit	11 988.00	
Machinery	19 500.00	
Stock (31.12.2016)	2 500.00	
Debtors	9 300.00	
Office equipment	12 650.00	
Bank overdraft	1 100.00	
Drawings	9 800.00	
Creditors	7 250.00	
Furniture	16 500.00	
Cash in hand	2 438.00	
Capital	65 900.00	
Fixtures and fittings	13 550.00	

Required:

Draw up the Balance Sheet. Show the correct heading.

[20 marks]

[Total: 40 marks]